



USF Board of Trustees

Tuesday, August 19, 2020
Microsoft Teams Meeting
(*Link is on calendar invite*)

A G E N D A

I. Call to Order

Chair Jordan Zimmerman

II. New Business – Action Items (FL 101-102)

FL 101 – [Approval of USF Operating Budget](#)

Nick Trivunovich

FL 102 – Approval of Memorandum of Understandings with GAU and UFF *Gerard Solis*

a. [Graduate Assistants United](#)

b. [United Faculty of Florida](#)

III. Adjournment

Chair Zimmerman

Agenda Item: FL 101

USF Board of Trustees
August 19, 2020

Issue: Approval of USF's FY 2020-21 Operating Budget and related materials

Proposed action:

1. Approve the [University of South Florida FY 2020-21 Operating Budget](#) and;
2. Approve the required [FY 2020-21 8.5% Budget Reduction Analysis](#) report.
3. Authorize the President (or the Designee) to implement budget amendments issued by the state during the fiscal year or other changes approved by the Board Chair.

Executive Summary:

The USF Board of Trustees (BOT) is required to adopt and approve an annual budget for the operation of the University to submit to the Board of Governors.

On June 2, 2020, the BOT approved a FY2020-21 continuation operating budget at last year's level with the understanding that USF would prepare a 2020-21 budget for its approval and subsequent submission to the Board of Governors (BOG) by August 21, 2020. The FY2020-21 Operating Budget (OB) will be presented in summary for receiving such approval from the board.

In addition, all State Universities must submit (also on August 21, 2020) an 8.5% Education & General Budget reduction analysis for FY2020-21 that may be used to assist the BOG in responding to fiscal-related requests from the State of Florida. Therefore, USF is also seeking approval from the Board of Trustees for this important deliverable.

Financial Impact: See attached.

Strategic Goal(s) Item Supports: Goal 4 – Sound Financial Management

BOT Committee Review Date: August 14, 2020 (Board Workshop)

Supporting Documentation Online (please circle): Yes

No

Prepared by: Business & Finance-Resource Management & Analysis

Board of Trustees Microsoft Teams Meeting - New Business - Action

UNIVERSITY OF SOUTH FLORIDA
STATE UNIVERSITY SYSTEM OF FLORIDA
2020-2021 OPERATING BUDGET
SUMMARY SCHEDULE I

	Education & General ¹	Contracts & Grants ²	Auxiliaries ³	Student Activities	Student Financial Aid	Concessions	Local Funds ⁴ Intercollegiate Athletics	Technology Fee	Self-Insurance	Board - Approved Fees	Faculty Practice Plan ⁵	Summary Totals
1 Beginning Fund Balance :	\$ 235,510,633	\$ 81,627,819	\$ 182,043,908	\$ 11,250,598	\$ 15,863,782	\$ 1,439,429	\$ 80,151	\$ 12,842,456	\$ -	\$ 3,665,536	\$ 35,568,563	\$ 579,892,874
2												
3 Receipts/Revenues												
4 General Revenue	\$ 363,512,827	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 363,512,827
5 Lottery	\$ 70,660,496	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,660,496
6 Student Tuition	\$ 284,152,217	\$ -	\$ 3,353,445	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 287,505,662
7 Phosphate Research	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9 Other U.S. Grants	\$ -	\$ 368,146,205	\$ -	\$ -	\$ 285,950,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 654,096,205
10 City or County Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11 State Grants	\$ -	\$ -	\$ -	\$ -	\$ 91,586,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 91,586,800
12 Other Grants and Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13 Donations / Contrib. Given to the State	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14 Sales of Goods / Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15 Sales of Data Processing Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16 Fees	\$ -	\$ 7,600	\$ 61,839,232	\$ 17,695,986	\$ 12,340,000	\$ -	\$ 16,050,000	\$ 9,940,482	\$ 5,069,042	\$ 1,190,700	\$ 178,686,045	\$ 302,819,087
17 Miscellaneous Receipts	\$ -	\$ 820,000	\$ 143,764,685	\$ -	\$ 75,000	\$ 577,145	\$ 17,232,000	\$ -	\$ -	\$ -	\$ 166,373,310	\$ 328,842,140
18 Rent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19 Concessions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20 Assessments / Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21 Other Receipts / Revenues ⁶	\$ 3,980,376	\$ 2,784,000	\$ 39,916,299	\$ 108,500	\$ 8,500	\$ 17,100	\$ 3,000	\$ 44,510	\$ -	\$ 64,000	\$ -	\$ 46,926,285
22 Subtotal:	\$ 722,305,916	\$ 371,757,805	\$ 248,873,661	\$ 17,804,486	\$ 389,960,300	\$ 594,245	\$ 33,285,000	\$ 9,984,992	\$ 5,069,042	\$ 1,254,700	\$ 345,059,355	\$ 2,145,949,502
23 Transfers In	\$ -	\$ 137,728,000	\$ 47,420,413	\$ 10,786,432	\$ 22,828,263	\$ 120,200	\$ 16,676,004	\$ -	\$ -	\$ -	\$ -	\$ 235,559,312
24 Total - Receipts / Revenues:	\$ 722,305,916	\$ 509,485,805	\$ 296,294,074	\$ 28,590,918	\$ 412,788,563	\$ 714,445	\$ 49,961,004	\$ 9,984,992	\$ 5,069,042	\$ 1,254,700	\$ 345,059,355	\$ 2,381,508,814
25												
26 Operating Expenditures												
27 Salaries and Benefits	\$ 491,372,870	\$ 191,951,600	\$ 78,398,951	\$ 6,925,953	\$ 676,175	\$ 120,000	\$ 18,841,631	\$ 90,557	\$ 600,000	\$ -	\$ 200,752,729	\$ 989,730,466
28 Other Personal Services	\$ 36,103,928	\$ 77,585,540	\$ 12,937,167	\$ 4,156,373	\$ 60,000	\$ -	\$ 2,215,154	\$ -	\$ -	\$ 393	\$ 402,517	\$ 133,461,072
29 Expenses	\$ 165,658,081	\$ 152,059,863	\$ 122,264,868	\$ 11,440,126	\$ 397,639,737	\$ 509,436	\$ 23,914,720	\$ 17,839,165	\$ 4,469,042	\$ 2,009,794	\$ 70,620,253	\$ 968,425,085
30 Operating Capital Outlay	\$ 769,133	\$ 3,772,000	\$ 6,426,758	\$ 161,618	\$ -	\$ -	\$ -	\$ 585,229	\$ -	\$ 51,103	\$ -	\$ 11,765,841
31 Risk Management	\$ 3,302,416	\$ 832,000	\$ 1,519,490	\$ 44,186	\$ -	\$ -	\$ 476,500	\$ -	\$ -	\$ -	\$ -	\$ 6,174,592
32 Financial Aid	\$ 13,591,690	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,591,690
33 Scholarships	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34 Waivers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35 Finance Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36 Debt Service	\$ -	\$ -	\$ 2,937,910	\$ 79,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,016,910
37 Salary Incentive Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38 Law Enforcement Incentive Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39 Library Resources	\$ 7,527,422	\$ -	\$ 255,320	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,782,742
40 Institute of Government	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41 Regional Data Centers - SUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42 Black Male Explorers Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43 Phosphate Research	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44 Other Operating Category (Provide Details)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45 Total Operating Expenditures :	\$ 718,325,540	\$ 426,201,003	\$ 224,740,464	\$ 22,807,256	\$ 398,375,912	\$ 629,436	\$ 45,448,005	\$ 18,514,951	\$ 5,069,042	\$ 2,061,290	\$ 271,775,499	\$ 2,133,948,398

46 State University System of Florida

Board of Trustees Microsoft Teams Meeting - New Business - Action

UNIVERSITY OF SOUTH FLORIDA
STATE UNIVERSITY SYSTEM OF FLORIDA
2020-2021 OPERATING BUDGET
SUMMARY SCHEDULE I

	Education & General ¹	Contracts & Grants ²	Auxiliaries ³	Local Funds ⁴							Board - Approved Fees	Faculty Practice Plan ⁵	Summary Totals
				Student Activities	Student Financial Aid	Concessions	Intercollegiate Athletics	Technology Fee	Self-Insurance				
47 Non-Operating Expenditures (*Amounts provided as provisional estimates pending final approval and certification of Carryforward Spending Plan and Fixed Capital Outlay Budget at a later date)													
48 * Carryforward (From Prior Period Funds)	\$ 117,749,045	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 117,749,045
49 * Fixed Capital Outlay	\$ 18,739,539	\$ 304,000	\$ 10,170,519	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,214,058
50 Transfers Out ⁶	\$ -	\$ 94,283,400	\$ 64,659,528	\$ 11,318,567	\$ 14,443,500	\$ 145,161	\$ 4,513,000	\$ -	\$ -	\$ -	\$ -	\$ 55,962,356	\$ 245,325,512
51 Other ⁷	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52 Total Non-Operating Expenditures :	\$ 136,488,584	\$ 94,587,400	\$ 74,830,047	\$ 11,318,567	\$ 14,443,500	\$ 145,161	\$ 4,513,000	\$ -	\$ -	\$ -	\$ -	\$ 55,962,356	\$ 392,288,615
53													
54 Ending Fund Balance :	\$ 103,002,425	\$ 70,325,221	\$ 178,767,471	\$ 5,715,693	\$ 15,832,933	\$ 1,379,277	\$ 80,150	\$ 4,312,497	\$ -	\$ 2,858,946	\$ 52,890,063	\$ 435,164,675	
55													
56 Fund Balance Increase/Decrease :	\$ (132,508,208)	\$ (11,302,598)	\$ (3,276,437)	\$ (5,534,905)	\$ (30,849)	\$ (60,152)	\$ (1)	\$ (8,529,959)	\$ -	\$ (806,590)	\$ 17,321,500	\$ (144,728,199)	
57 Fund Balance Percentage Change :	-56.26%	-13.85%	-1.80%	-49.20%	-0.19%	-4.18%	0.00%	-66.42%	#DIV/0!	-22.00%	48.70%	-24.96%	

1. The Education and General budget funds the general instruction, research, and public service operations of the universities. Universities have accumulated ending fund balances for activities such as the implementation and maintenance of Enterprise Resource Program systems, contingency for unfunded enrollment growth, potential budget reductions, anticipated increases in utilities, and prior year encumbrances (recorded, estimated liability at year-end for ordered or received goods or services), and compliance with Section 1011.45 F.S. on maintaining a 7% reserve.
2. The Contracts and Grants budget contains activities in support of research, public service, and training. Large fund balances are due to the timing of receipt of Federal contracts or grants.
3. Auxiliaries are ancillary support units on each university campus. Some of the major activities include housing, food services, book stores, student health centers, facilities management, and computer support. Ending fund balances includes financial activities such as debt service payments, reserve, repair and replacement reserves for future maintenance costs, construction/renovation of auxiliary facilities, and prior year encumbrances.
4. Local funds include the following university activities:
 - a. Student Activities - Supported primarily by the student activity and service fee and funds operations of the student government, cultural events, organizations, and intramural/club sports.
 - b. Financial Aid - This activity represents the financial aid amounts for which the university is fiscally responsible. Examples include: student financial aid fee, bright futures, federal grants, college work study, and scholarships. The ending fund balance represents a timing difference between the receipts of funds and disbursement to the students.
 - c. Concessions - These resources are generated from various vending machines located on the university campuses.
 - d. Athletics - Revenues are primarily derived from the student athletic fee, ticket sales, and sales of goods. Sufficient fund balances are maintained to provide the necessary support for ongoing athletic activities.
 - e. Technology fee - Collections are used to enhance instructional technology resources for students and faculty.
 - f. Self-Insurance Program - These programs are directed by the respective self-insurance councils and the captive insurance companies (These companies underwrite the risks of its owner and the owner's affiliates.). These activities are supported by premiums charged to the insured individuals and entities (primarily medical faculty and institutions).
 - g. Board-Approved Fees - Student fees proposed by each university and authorized by the Board of Governors to address specific student-based needs not addressed through another service or fee.
5. Faculty Practice - The Faculty Practice Plan collects and distributes income from faculty billings for patient services provided in conjunction with state university medical school programs.
6. Other Receipts/Revenues includes categories such as interest, penalties, refunds, admissions, fines, taxes, etc.
7. Other Non-Operating Expenditures includes categories such as refunds, payment of sales taxes, or indirect costs.

Board of Trustees Microsoft Teams Meeting - New Business - Action

UNIVERSITY OF SOUTH FLORIDA (excl Health)
STATE UNIVERSITY SYSTEM OF FLORIDA
2020-2021 OPERATING BUDGET
SUMMARY SCHEDULE I

	Education & General ¹	Contracts & Grants ²	Auxiliaries ³	Student Activities	Student Financial Aid	Concessions	Local Funds ⁴				Board - Approved Fees	Faculty Practice Plan ⁵	Summary Totals
							Intercollegiate Athletics	Technology Fee	Self-Insurance				
1 Beginning Fund Balance :	\$ 189,379,905	\$ 81,627,819	\$ 182,043,908	\$ 11,250,598	\$ 15,863,782	\$ 1,439,429	\$ 80,151	\$ 12,842,456	\$ -	\$ 3,665,536	\$ -	\$ 498,193,583	
2													
3 Receipts/Revenues													
4 General Revenue	\$ 294,666,197	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 294,666,197	
5 Lottery	\$ 57,919,954	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,919,954	
6 Student Tuition	\$ 218,609,912	\$ -	\$ 3,353,445	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 221,963,357	
7 Phosphate Research	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
9 Other U.S. Grants	\$ -	\$ 368,146,205	\$ -	\$ -	\$ 285,950,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 654,096,205	
10 City or County Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
11 State Grants	\$ -	\$ -	\$ -	\$ -	\$ 91,586,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 91,586,800	
12 Other Grants and Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
13 Donations / Contrib. Given to the State	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
14 Sales of Goods / Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
15 Sales of Data Processing Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
16 Fees	\$ -	\$ 7,600	\$ 61,839,232	\$ 17,695,986	\$ 12,340,000	\$ -	\$ 16,050,000	\$ 9,940,482	\$ -	\$ 1,190,700	\$ -	\$ 119,064,000	
17 Miscellaneous Receipts	\$ -	\$ 820,000	\$ 143,764,685	\$ -	\$ 75,000	\$ 577,145	\$ 17,232,000	\$ -	\$ -	\$ -	\$ -	\$ 162,468,830	
18 Rent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
19 Concessions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
20 Assessments / Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
21 Other Receipts / Revenues ⁶	\$ 3,195,569	\$ 2,784,000	\$ 39,916,299	\$ 108,500	\$ 8,500	\$ 17,100	\$ 3,000	\$ 44,510	\$ -	\$ 64,000	\$ -	\$ 46,141,478	
22 Subtotal:	\$ 574,391,632	\$ 371,757,805	\$ 248,873,661	\$ 17,804,486	\$ 389,960,300	\$ 594,245	\$ 33,285,000	\$ 9,984,992	\$ -	\$ 1,254,700	\$ -	\$ 1,647,906,820	
23 Transfers In	\$ -	\$ 137,728,000	\$ 47,420,413	\$ 10,786,432	\$ 22,828,263	\$ 120,200	\$ 16,676,004	\$ -	\$ -	\$ -	\$ -	\$ 235,559,312	
24 Total - Receipts / Revenues:	\$ 574,391,632	\$ 509,485,805	\$ 296,294,074	\$ 28,590,918	\$ 412,788,563	\$ 714,445	\$ 49,961,004	\$ 9,984,992	\$ -	\$ 1,254,700	\$ -	\$ 1,883,466,132	
25													
26 Operating Expenditures													
27 Salaries and Benefits	\$ 377,625,812	\$ 191,951,600	\$ 78,398,951	\$ 6,925,953	\$ 676,175	\$ 120,000	\$ 18,841,631	\$ 90,557	\$ -	\$ -	\$ -	\$ 674,630,679	
28 Other Personal Services	\$ 32,436,405	\$ 77,585,540	\$ 12,937,167	\$ 4,156,373	\$ 60,000	\$ -	\$ 2,215,154	\$ -	\$ -	\$ 393	\$ -	\$ 129,391,032	
29 Expenses	\$ 139,424,379	\$ 152,059,863	\$ 122,264,868	\$ 11,440,126	\$ 397,639,737	\$ 509,436	\$ 23,914,720	\$ 17,839,165	\$ -	\$ 2,009,794	\$ -	\$ 867,102,088	
30 Operating Capital Outlay	\$ 527,756	\$ 3,772,000	\$ 6,426,758	\$ 161,618	\$ -	\$ -	\$ -	\$ 585,229	\$ -	\$ 51,103	\$ -	\$ 11,524,464	
31 Risk Management	\$ 2,697,599	\$ 832,000	\$ 1,519,490	\$ 44,186	\$ -	\$ -	\$ 476,500	\$ -	\$ -	\$ -	\$ -	\$ 5,569,775	
32 Financial Aid	\$ 12,541,690	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,541,690	
33 Scholarships	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
34 Waivers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
35 Finance Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
36 Debt Service	\$ -	\$ -	\$ 2,937,910	\$ 79,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,016,910	
37 Salary Incentive Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
38 Law Enforcement Incentive Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
39 Library Resources	\$ 5,942,422	\$ -	\$ 255,320	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,197,742	
40 Institute of Government	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
41 Regional Data Centers - SUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
42 Black Male Explorers Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
43 Phosphate Research	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
44 Other Operating Category (Provide Details)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
45 Total Operating Expenditures :	\$ 571,196,063	\$ 426,201,003	\$ 224,740,464	\$ 22,807,256	\$ 398,375,912	\$ 629,436	\$ 45,448,005	\$ 18,514,951	\$ -	\$ 2,061,290	\$ -	\$ 1,709,974,380	

46 State University System of Florida

Board of Trustees Microsoft Teams Meeting - New Business - Action

UNIVERSITY OF SOUTH FLORIDA (excl Health)
STATE UNIVERSITY SYSTEM OF FLORIDA
2020-2021 OPERATING BUDGET
SUMMARY SCHEDULE I

	Education & General ¹	Contracts & Grants ²	Auxiliaries ³	Local Funds ⁴							Board - Approved Fees	Faculty Practice Plan ⁵	Summary Totals
				Student Activities	Student Financial Aid	Concessions	Intercollegiate Athletics	Technology Fee	Self-Insurance				
47 Non-Operating Expenditures (*Amounts provided as provisional estimates pending final approval and certification of Carryforward Spending Plan and Fixed Capital Outlay Budget at a later date)													
48 * Carryforward (From Prior Period Funds)	\$ 92,411,926	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92,411,926
49 * Fixed Capital Outlay	\$ 15,605,243	\$ 304,000	\$ 10,170,519	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,079,762
50 Transfers Out ⁶	\$ -	\$ 94,283,400	\$ 64,659,528	\$ 11,318,567	\$ 14,443,500	\$ 145,161	\$ 4,513,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 189,363,156
51 Other ⁷	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52 Total Non-Operating Expenditures :	\$ 108,017,169	\$ 94,587,400	\$ 74,830,047	\$ 11,318,567	\$ 14,443,500	\$ 145,161	\$ 4,513,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 307,854,844
53													
54 Ending Fund Balance :	\$ 84,558,305	\$ 70,325,221	\$ 178,767,471	\$ 5,715,693	\$ 15,832,933	\$ 1,379,277	\$ 80,150	\$ 4,312,497	\$ -	\$ 2,858,946	\$ -	\$ -	\$ 363,830,492
55													
56 Fund Balance Increase/Decrease :	\$ (104,821,600)	\$ (11,302,598)	\$ (3,276,437)	\$ (5,534,905)	\$ (30,849)	\$ (60,152)	\$ (1)	\$ (8,529,959)	\$ -	\$ (806,590)	\$ -	\$ -	\$ (134,363,091)
57 Fund Balance Percentage Change :	-55.35%	-13.85%	-1.80%	-49.20%	-0.19%	-4.18%	0.00%	-66.42%	#DIV/0!	-22.00%	#DIV/0!	#DIV/0!	-26.97%

1. The Education and General budget funds the general instruction, research, and public service operations of the universities. Universities have accumulated ending fund balances for activities such as the implementation and maintenance of Enterprise Resource Program systems, contingency for unfunded enrollment growth, potential budget reductions, anticipated increases in utilities, and prior year encumbrances (recorded, estimated liability at year-end for ordered or received goods or services), and compliance with Section 1011.45 F.S. on maintaining a 7% reserve.
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 - b. Financial Aid - This activity represents the financial aid amounts for which the university is fiscally responsible. Examples include: student financial aid fee, bright futures, federal grants, college work study, and scholarships. The ending fund balance represents a timing difference between the receipts of funds and disbursement to the students.
 - c. Concessions - These resources are generated from various vending machines located on the university campuses.
 - d. Athletics - Revenues are primarily derived from the student athletic fee, ticket sales, and sales of goods. Sufficient fund balances are maintained to provide the necessary support for ongoing athletic activities.
 - e. Technology fee - Collections are used to enhance instructional technology resources for students and faculty.
 - f. Self-Insurance Program - These programs are directed by the respective self-insurance councils and the captive insurance companies (These companies underwrite the risks of its owner and the owner's affiliates.). These activities are supported by premiums charged to the insured individuals and entities (primarily medical faculty and institutions).
 - g. Board-Approved Fees - Student fees proposed by each university and authorized by the Board of Governors to address specific student-based needs not addressed through another service or fee.
5. Faculty Practice - The Faculty Practice Plan collects and distributes income from faculty billings for patient services provided in conjunction with state university medical school programs.
6. Other Receipts/Revenues includes categories such as interest, penalties, refunds, admissions, fines, taxes, etc.
7. Other Non-Operating Expenditures includes categories such as refunds, payment of sales taxes, or indirect costs.

Board of Trustees Microsoft Teams Meeting - New Business - Action

UNIVERSITY OF SOUTH FLORIDA - HEALTH
STATE UNIVERSITY SYSTEM OF FLORIDA
2020-2021 OPERATING BUDGET
SUMMARY SCHEDULE I

	Education & General ¹	Contracts & Grants ²	Auxiliaries ³	Student Activities	Student Financial Aid	Concessions	Local Funds ⁴ Intercollegiate	Technology Fee	Self-Insurance	Board - Approved Fees	Faculty Practice Plan ⁵	Summary Totals
1 Beginning Fund Balance :	\$ 46,130,728	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,568,563	\$ 81,699,291
2												
3 Receipts/Revenues												
4 General Revenue	\$ 68,846,630											\$ 68,846,630
5 Lottery	\$ 12,740,542											\$ 12,740,542
6 Student Tuition	\$ 65,542,305											\$ 65,542,305
7 Phosphate Research												\$ -
9 Other U.S. Grants												\$ -
10 City or County Grants												\$ -
11 State Grants												\$ -
12 Other Grants and Donations												\$ -
13 Donations / Contrib. Given to the State												\$ -
14 Sales of Goods / Services												\$ -
15 Sales of Data Processing Services												\$ -
16 Fees								\$ 5,069,042			\$ 178,686,045	\$ 183,755,087
17 Miscellaneous Receipts											\$ 166,373,310	\$ 166,373,310
18 Rent												\$ -
19 Concessions												\$ -
20 Assessments / Services												\$ -
21 Other Receipts / Revenues ⁶	\$ 784,807											\$ 784,807
22 Subtotal:	\$ 147,914,284	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,069,042	\$ -	\$ 345,059,355	\$ 498,042,681
23 Transfers In												\$ -
24 Total - Receipts / Revenues:	\$ 147,914,284	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,069,042	\$ -	\$ 345,059,355	\$ 498,042,681
25												
26 Operating Expenditures												
27 Salaries and Benefits	\$ 113,747,058								\$ 600,000		\$ 200,752,729	\$ 315,099,787
28 Other Personal Services	\$ 3,667,523										\$ 402,517	\$ 4,070,040
29 Expenses	\$ 26,233,702								\$ 4,469,042		\$ 70,620,253	\$ 101,322,997
30 Operating Capital Outlay	\$ 241,377											\$ 241,377
31 Risk Management	\$ 604,817											\$ 604,817
32 Financial Aid	\$ 1,050,000											\$ 1,050,000
33 Scholarships	\$ -											\$ -
34 Waivers	\$ -											\$ -
35 Finance Expense	\$ -											\$ -
36 Debt Service	\$ -											\$ -
37 Salary Incentive Payments	\$ -											\$ -
38 Law Enforcement Incentive Payments	\$ -											\$ -
39 Library Resources	\$ 1,585,000											\$ 1,585,000
40 Institute of Government												\$ -
41 Regional Data Centers - SUS												\$ -
42 Black Male Explorers Program												\$ -
43 Phosphate Research												\$ -
44 Other Operating Category (Provide Details)												\$ -
45 Total Operating Expenditures :	\$ 147,129,477	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,069,042	\$ -	\$ 271,775,499	\$ 423,974,018

46 State University System of Florida

Board of Trustees Microsoft Teams Meeting - New Business - Action

UNIVERSITY OF SOUTH FLORIDA - HEALTH
STATE UNIVERSITY SYSTEM OF FLORIDA
2020-2021 OPERATING BUDGET
SUMMARY SCHEDULE I

	Education & General ¹	Contracts & Grants ²	Auxiliaries ³	Local Funds ⁴							Faculty Practice Plan ⁵	Summary Totals	
				Student Activities	Student Financial Aid	Concessions	Intercollegiate Athletics	Technology Fee	Self-Insurance	Board - Approved Fees			
47 Non-Operating Expenditures (*Amounts provided as provisional estimates pending final approval and certification of Carryforward Spending Plan and Fixed Capital Outlay Budget at a later date)													
48 * Carryforward (From Prior Period Funds)	\$ 25,337,119											\$ 25,337,119	
49 * Fixed Capital Outlay	\$ 3,134,296											\$ 3,134,296	
50 Transfers Out ⁶											\$ 55,962,356	\$ 55,962,356	
51 Other ⁷												\$ -	
52 Total Non-Operating Expenditures :	\$ 28,471,415	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,962,356	\$ 84,433,771
53													
54 Ending Fund Balance :	\$ 18,444,120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,890,063	\$ 71,334,183
55													
56 Fund Balance Increase/Decrease :	\$ (27,686,608)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,321,500	\$ (10,365,108)
57 Fund Balance Percentage Change :	-60.02%	-	-	-	-	-	-	-	-	-	-	48.70%	-12.69%

1. The Education and General budget funds the general instruction, research, and public service operations of the universities. Universities have accumulated ending fund balances for activities such as the implementation and maintenance of Enterprise Resource Program systems, contingency for unfunded enrollment growth, potential budget reductions, anticipated increases in utilities, and prior year encumbrances (recorded, estimated liability at year-end for ordered or received goods or services), and compliance with Section 1011.45 F.S. on maintaining a 7% reserve.
2. The Contracts and Grants budget contains activities in support of research, public service, and training. Large fund balances are due to the timing of receipt of Federal contracts or grants.
3. Auxiliaries are ancillary support units on each university campus. Some of the major activities include housing, food services, book stores, student health centers, facilities management, and computer support. Ending fund balances includes financial activities such as debt service payments, reserve, repair and replacement reserves for future maintenance costs, construction/renovation of auxiliary facilities, and prior year encumbrances.
4. Local funds include the following university activities:
 - a. Student Activities - Supported primarily by the student activity and service fee and funds operations of the student government, cultural events, organizations, and intramural/club sports.
 - b. Financial Aid - This activity represents the financial aid amounts for which the university is fiscally responsible. Examples include: student financial aid fee, bright futures, federal grants, college work study, and scholarships. The ending fund balance represents a timing difference between the receipts of funds and disbursement to the students.
 - c. Concessions - These resources are generated from various vending machines located on the university campuses.
 - d. Athletics - Revenues are primarily derived from the student athletic fee, ticket sales, and sales of goods. Sufficient fund balances are maintained to provide the necessary support for ongoing athletic activities.
 - e. Technology fee - Collections are used to enhance instructional technology resources for students and faculty.
 - f. Self-Insurance Program - These programs are directed by the respective self-insurance councils and the captive insurance companies (These companies underwrite the risks of its owner and the owner's affiliates.). These activities are supported by premiums charged to the insured individuals and entities (primarily medical faculty and institutions).
 - g. Board-Approved Fees - Student fees proposed by each university and authorized by the Board of Governors to address specific student-based needs not addressed through another service or fee.
5. Faculty Practice - The Faculty Practice Plan collects and distributes income from faculty billings for patient services provided in conjunction with state university medical school programs.
6. Other Receipts/Revenues includes categories such as interest, penalties, refunds, admissions, fines, taxes, etc.
7. Other Non-Operating Expenditures includes categories such as refunds, payment of sales taxes, or indirect costs.



**University of South Florida
8.5 Percent Reduction Exercise for
2021-2022 Legislative Budget Request
2020-2021 General Revenue and Lottery Appropriations**

Reduction Amount GR:	\$ 30,699,832
Reduction Amount Lottery:	\$ 6,006,142
Reduction Total:	\$ 36,705,974

Pursuant to the State of Florida Legislative Budget Request Instructions for FY 2021-2022, reductions must be program/issue specific and cannot simply be across-the board percentage reductions.

Instruction (\$16,321,865) - 44% of Total Reduction

- Reduce and/or cap enrollments.
- Eliminate or reduce academic programs and/or initiatives that do not meet strategic aspirations, or do not have the promise to meet strategic aspirations.
- Limit course section availability to students.
- Delay improvements to faculty-student ratios and/or increase those ratios, which will negatively impact student success.
- Increase faculty workload resulting in an impact to the faculty’s ability to have assignable time to pursue research programs.
- Materially reduce summer school offerings thus impacting students’ continued progression.
- The above reductions would detrimentally impact Performance Based Metrics (including graduation) as well as delaying progress in University’s strategic plan.
- Reduce/eliminate travel related to research/professional development
- Reduce and/or eliminate programs that teach students and faculty best practices for research.
- Reduced library services and hours for students who utilize these facilities for research and study.
- Eliminate access for faculty and researchers to critical electronic book and periodical packages. This will stifle publications and the trajectory of USF’s research profile.

2021-2022 LBR

University Support Services (\$7,694,354) - 21% of Total Reduction

- Eliminate FTEs in support areas of the university thus impeding the delivery of core services such as facilities, training, human resources, technology, oversight, analytics, reporting, and responding to mandatory and value-added internal and external data requests.
- Reduced services hours and related response times.
- Reduce overall quality of services.
- The above reductions would detrimentally impact the university's ability to make investments towards meeting its Accountability and Strategic Plan.
- Decrease investment in deferred maintenance thus risking vulnerability to building infrastructure and services while also limiting the ability to implement program improvements.
- Reduce/eliminate travel related to administrative duties/professional development

Academic Support Services (\$6,069,426) - 17% of Total Reduction

- Reduce staff support for faculty and programs placing more direct burden on faculty for scheduling, procurement, processing, HR support and other office management.
- Reduced in-classroom support.
- Reduce advising and academic support services.

Research (\$4,259,194) - 12% of Total Reduction

- Reduced (and potentially impaired) research support including fewer laboratory technicians, post docs, and graduate students support personnel.
- Delay in upgrades to equipment and research-related technologies and in the availability of necessary research supplies.
- Delay in the development of grant proposals.
- Potential for grant reporting delays and compliance violations from insufficient staff resources to handle workload.

Student Services (\$2,361,134) - 6% of Total Reduction

- Reduced services related to admitting, registering, counseling, career services and other services for both undergraduate and graduate students.
- The above reductions would detrimentally impact student success initiatives thus reducing performance against PBF metrics and student retention efforts including first and second-year programming.
- Reduction of financial assistance to students.

2021-2022 LBR

Agenda Item: FL 102

USF Board of Trustees
August 19, 2020

Issue: Memorandum of Understanding with USF GAU and USF UFF

Proposed action:

1. Approve the UFF/Graduate Students United (UFF/GAU) Memorandum of Understanding (MOU)
2. Approve the United Faculty of Florida (UFF) Memorandum of Understanding (MOU)

Executive Summary:

BOT and the UFF/GAU and UFF unions have entered into impact bargaining regarding certain measures taken by the BOT to comply with Executive Orders issued by the Governor of the State of Florida related to COVID-19, as well as other directives, including the declaration of the public health emergency by Florida's Surgeion General.

The MOU shall be effective upon ratification by both parties, and until the date the surgeon General withdraws the declaration of the State of Emergency except as otherwise provided in the agreements.

Financial Impact: None

BOT Committee Review Date: Collective Bargaining Committee July 22, 2020
Supporting Documentation Online (*please circle*): Yes No
Prepared by: General Counsel

BOT Proposal

May 7, 2020

Memorandum of Understanding

This Memorandum of Understanding is entered into by and between the University of South Florida Board of Trustees ("BOT"), and United Faculty of Florida/Graduate Assistants United ("UFF/GAU") as follows:

WHEREAS BOT and UFF/GAU have entered into impact bargaining at the request of UFF/GAU, to address proposals made by UFF/GAU to address certain measures taken by BOT to comply with Executive Orders issued by the Governor of the State of Florida related to COVID-19, as well as other directives, including the declaration of the Public Health Emergency by Florida's Surgeon General; and

WHEREAS, the parties are committed to maintaining a safe and healthy work environment for all bargaining unit employees and the efficient and productive operation of the University of South Florida ("University");

NOW Therefore, the parties agree as follows:

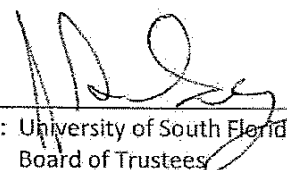
1. No Graduate Assistant with instructional assignments shall be required to physically report to campus for duty on any day on which their in-person classes are replaced by online delivery unless those classes are held as exceptions. In such circumstances, Graduate Assistants shall complete assigned duties remotely to the extent possible. If the BOT determines that duties cannot be completed remotely, the Graduate Assistants member shall advise their immediate supervisor and await assignment of alternative duties. No Graduate Assistant shall suffer professional consequences like disciplinary action, or loss of pay for not physically reporting to campus for duty on a day on which classes are replaced by online delivery unless the Graduate Assistant's assignment is for research or instructional work requiring in-person interaction held in accordance with prevailing federal/state/local/University requirements for social distancing.
2. Regardless of whether they report to campus for duty, Graduate Assistants may be given access to their offices and, if applicable, laboratories and other research facilities unless otherwise instructed not to do so in accordance with prevailing federal/state/local/University requirements. The conditions specified in paragraph number one (1) shall also apply.
3. Graduate Assistants shall begin efforts to transition to or assist in on-line instruction via Canvas and other online mediums if it is a part of their assignment. The BOT shall provide support and assistance available to all persons engaged in on-line instruction which is typically provided by the Office of Innovative Education. Graduate Assistants shall be required to post course materials no more than one week in advance of their expected date of use.

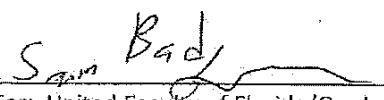
4. All property rights concerning ownership and rights over course materials shall continue to be governed by USF Regulation 12.003.
5. The parties acknowledge that remote instruction conducted in Spring 2020 was not necessarily the intended format for delivery of the course material. Accordingly, any assessments by students of course instruction are subject to the provision accorded University faculty, namely that the results of such assessments may be excluded from the instructor's evaluative materials for Spring 2020 and beyond, depending on the decision of the College in which the instructor (including Graduate Assistant) is employed. Further, those Colleges electing to retain the results of Spring 2020 student assessments of instruction have been directed to take into account the extraordinary circumstances due to the COVID-19 pandemic that may have adversely impacted instructional efforts. Even if student assessments of instruction are excluded from evaluative consideration, the University retains the right to counsel, though not sanction except in extreme cases, instructors regarding deficiencies in their performance that may be revealed in student assessments.
6. Graduate Assistants who report to campus for duty are expected to take reasonable steps¹ to keep their offices and other personal spaces sanitary. The BOT shall provide adequate cleaning supplies, including disinfecting wipes, hand sanitizer, and soap to the extent practicable given the likelihood of severe budgetary restraints and expected supply shortages of such supplies for the foreseeable future. Graduate Assistants shall not be required to clean or sanitize any common spaces (classrooms, mail rooms, etc.).
7. Notwithstanding any provision in the Collective Bargaining Agreement, Graduate Assistants shall be permitted to remotely fulfill office hours and attendance requirements for any departmental or other University committee meeting until such time that in-person operations are restored by the BOT. Defenses of theses and dissertations may be conducted via electronic platforms until such time that in-person operations are restored by the BOT. Afterwards, conducting thesis and dissertation defenses via electronic platform shall be subject to petition to the Office of Graduate Studies.
8. Graduate Assistants will not be expected to work above their contracted hours per week, and time used to learn remote teaching and other technologies is included within contractual hourly work.
9. The BOT will provide Graduate Assistants with assistance and instruction available through interaction with Students for Disability Services and other appropriate University ADA processes in how to properly accommodate students with disabilities online. Additional work hours caused by accommodating students with disabilities will be considered as within contracted work hours.
10. Graduate Assistants may be eligible for emergency paid sick leave as set forth in the Families First Coronavirus Response Act.

¹ Such as those recommended by the CDC for routine cleaning and disinfections of households:
<https://www.cdc.gov/coronavirus/2019-ncov/prepare/cleaning-disinfection.html>

11. The BOT will provide the same access, remote or in-person, to mental health services available to all graduate students.
12. Due to the major disruptions in the lives of Graduate Assistants caused by COVID-19, which may temporarily prevent or interrupt their scholarly productivity and achievements, an extension of time to degree requirements, if needed, may be requested through the Office of Graduate Studies (see <https://www.usf.edu/graduate-studies/documents/usf-graduate-studies-time-limit-extension-form-fillable.pdf>).
13. Any additional academic years provided in (12) shall be subject to normal funding considerations. That is, departments which limit Graduate Assistant positions to students of a specific status within their degree program shall not penalize Graduate Assistants for delays associated specifically with the COVID-19 pandemic.
14. In the event of budget cuts that cause termination of Graduate Assistants, the BOT shall ensure that the Graduate Assistant's department provides a letter specifying that the termination was due to COVID-19 unless there was otherwise just cause. This letter will be written, unless for just cause, in such a way as to ensure that the GA is eligible for emergency unemployment insurance as provided in H.R. 748, Title II (the "Relief for Workers Affected by Coronavirus Act"), Section 2102 – Pandemic Unemployment Assistance.
15. The impacts of COVID-19 are changing constantly. Nothing in this memorandum shall be construed as a waiver of the BOT's right to implement measures pursuant to directives from appropriate state, local, and/or federal authorities or that the BOT otherwise deem essential to protecting the health and safety of students, Graduate Assistants, and staff. Moreover, by entering into this Memorandum of Understanding, BOT does not waive its position that impact bargaining was not required over all of the subject matters contained in this Agreement.
16. The UFF/GAU will appoint up to three (3) bargaining unit employees to remotely meet with an appointed BOT administrative delegate upon request concerning COVID-19 updates.
17. This Memorandum of Understanding shall be effective upon ratification by both parties; and until the date the Surgeon General withdraws the declaration of the State of Emergency.

Dated this 11 day of May, 2020.


For: University of South Florida
Board of Trustees


For: United Faculty of Florida/Graduate
Assistants United

BOT Proposal

May 15, 2020

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING is entered into by and between the University of South Florida Board of Trustees ("BOT"), and United Faculty of Florida ("UFF") as follows:

WHEREAS the BOT and UFF have entered into impact bargaining at the request of UFF, to address proposals made by UFF regarding certain measures taken by the BOT to comply with Executive Orders issued by the Governor of the State of Florida related to COVID-19, as well as other directives, including the declaration of the Public Health Emergency by Florida's Surgeon General; and

WHEREAS, the parties are committed to maintaining a safe and healthy work environment for all bargaining unit members and the efficient and productive operation of the University of South Florida ("University");

NOW Therefore, the parties agree as follows:

1. Colleges have been delegated the authority to decide how Spring 2020 teaching assessments will be used for purposes of annual and other subsequent evaluations. Colleges may choose to employ one of two (2) methods.

(a) Permit bargaining unit members to designate whether student assessments of teaching for their courses taught in Spring 2020 will be included in their annual and subsequent evaluations. Bargaining unit members will have the option of making this decision after they have viewed the results of their Spring 2020 assessment. (NOTE: bargaining unit members cannot select some courses to be counted and others not; all courses are counted or none.) This will allow those who believe they were disadvantaged because of the circumstances of the semester not to suffer a negative impact. At the same time, those who find that their efforts were well received by students will be able to include that in their record. Regardless of which option bargaining unit members choose, they have an obligation to review the feedback provided by students and determine whether it can be used for self-improvement in future efforts; or

(b) Provide that student assessments of teaching for courses taught in Spring 2020 will be taken into account for purposes of annual and subsequent evaluations. However, all parties involved in the evaluation process are strongly encouraged to take into account the extraordinary circumstances of this semester, especially those faced by bargaining unit members that require a rapid transition from a face-to-face to a remote



mode of delivery. Ideally, the evaluations will be used as “formative” assessments designed to provide potentially useful feedback to bargaining unit members for purposes of subsequent development and improvement as opposed to being used for punitive purposes.

College Deans, following consultation with elected faculty governance personnel in the College, as well as Chairs/Directors if part of the College organization structure, will inform their bargaining unit members of how Spring 2020 teaching assessments will be processed for future purposes. The method selected will apply to all academic units within the College.

2. Because the impacts of COVID-19 health emergency are local, national and international in scope, impacts of the health emergency, including those on the local, national or international level, that inhibit a bargaining unit member’s ability to conduct or present their scholarship, creative activities, or research, will be taken into consideration in a bargaining unit member’s annual, tenure, promotion and other evaluations.

3. Where a bargaining unit employee has made non-refundable plans, preparations and/or accommodations connected to previously-approved University travel, and the conference or event is cancelled as a result of the COVID-19 health emergency, they should refer to the memo entitled, “Exception for Cancelled Travel Due to COVID-19” sent by the Controller’s Office on April 7, 2020.

4. A bargaining unit member, or an individual(s) with whom the bargaining unit member resides, whose age and/or underlying medical/health condition puts either of them at high risk for death or severe medical/health complications should they contract COVID-19 during the Public Health Emergency, shall be given priority to teach their courses in an online format as a reasonable accommodation.

5. Bargaining unit members may submit a separate document as part of their annual activity report to describe any specifically identified adverse impacts of the COVID-19 pandemic on their research, teaching, service, and professional development. Bargaining unit members may submit their annual activity reports (and any attachments thereto) through December 31, 2020, without penalty.

6. Once all applicable government-mandated restrictions expire, bargaining unit members will be given access to their offices and, if applicable, to their laboratories and other facilities necessary for the conduct of their research, consistent with campus safety policy. The BOT shall provide notice of changes to facility access to the University community on its website and indicate those who may return to campus and when they may return.

7. Working away from campus, having limited ability to collect and analyze data, and pivoting to all online course delivery may detract from research, teaching and/or service activities of a bargaining unit member. Therefore, a pre-tenure bargaining unit member with start-up funds shall be granted a one-year extension to make use of such funds, provided that



(a) the bargaining unit member applies for the extension; (b) the bargaining unit member's Unit/College has sufficient funds available; and (c) the application is granted, unless the bargaining unit member resigns, is not reappointed or his/her position is ending.

8. A bargaining unit member who was on sabbatical or on professional development leave during the academic year 2019-2020 may petition his/her Dean for a remedy in order to complete the portions of their planned work that were severely impacted by the COVID-19 pandemic. Such petitions will be considered on a case-by-case basis. Bargaining unit members who are expected to be on sabbatical or on professional development leave during the academic year 2020-2021, may petition their Deans to defer their sabbatical or professional development leave. Deans shall make a good faith effort to honor such petitions, and in case of denial, a written explanation will be provided as to why the petition request was not granted.

9. A bargaining unit member with children whose schools are closed due to COVID19 shall use available leave (which may, depending upon the eligibility provisions in the statutes, include Emergency Paid Sick Leave and/or Emergency Family and Medical Leave Act leave under the Families First Coronavirus Response Act) if they are not able to complete their assigned duties. The BOT shall not penalize a bargaining unit member for assigned duties missed while on approved leave on their annual, tenure, promotion and other evaluations.

10. Until the University is reopened to bargaining unit members, bargaining unit members' email communications shall suffice in all cases where certified mail or personal delivery is required by the Collective Bargaining Agreement. An electronic delivery receipt will be considered proof of receipt.

11. The BOT recognizes that the COVID-19 pandemic has brought about disruptions in the lives of bargaining unit members that may temporarily prevent or interrupt their scholarly productivity and achievements. This problem can be especially troublesome for those bargaining unit members in their probationary period who are working towards tenure. Therefore, the BOT is making available an extension to the tenure-clock by one academic year, for eligible tenure-earning bargaining unit members who request such extension may apply for an extension any time prior to when their tenure materials are due per their regular probationary period.

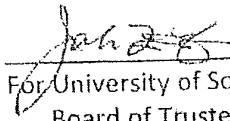
12. The impacts of COVID-19 are changing constantly. Nothing in this Memorandum of Understanding shall be construed as a waiver of the BOT's right to implement measures pursuant to directives from appropriate state, local, and/or federal authorities or that the BOT otherwise deem essential to protecting the health and safety of students, bargaining unit members, and staff. Moreover, by entering into this Memorandum of Understanding, BOT does not waive its position that impact bargaining was not required over all of the subject matters contained in this Agreement.

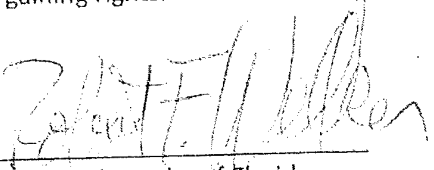
13. This Memorandum of Understanding shall be effective upon ratification by both parties, and until the date the Surgeon General withdraws the declaration of the State of



Emergency except as otherwise provided herein.

14. The parties shall retain all other collective bargaining agreement rights. Nothing in this Memorandum of Understanding shall be construed as a waiver of the right to bargain additional impacts regarding BOT decisions made during the COVID-19 pandemic which impact wages, hours, and working conditions, or any other collective bargaining rights.

Approved: 
For University of South Florida
Board of Trustees

Approved: 
United Faculty of Florida

Date: May 15, 2020

Date: May 15, 2020